

Manager of Financial Planning & Analysis (FP&A)

Position Title: Manager, FP&A
Position Type: Full Time
Location: Westminster
Reports To: VP of FP&A

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan serving Medicare beneficiaries in Southern California. Our employees are passionate in providing best services to our members and healthcare providers. Our three office locations are in Arcadia (Los Angeles County), Westminster (Orange County) and New York City.

Job Summary

Guides and collaborates with Enrollment and Healthcare Services departments to direct CMS enrollment to quantify revenue and healthcare cost impacting and associated with enrollment submission and revenue sources. Ensures the accuracy of all transactions related to membership while meeting reporting requirement and providing timely, meaningful reporting of operations, and effectively plan for revenue optimization. Analyzes healthcare cost and utilization trends by provider group or by product line to gravitate regional general managers toward a better decision making process while giving senior management root cause analyses on profitability at provider group or product line level.

Functions & Job Responsibilities

- Supervise the day-to-day activities of a unit of employees engaged in different aspects of finance functions
- Administer, interpret and maintain current working knowledge of the required Clever Care Health Plan's systems, procedures, forms and manuals.
- Keep status of department current in accordance with service standards, systems, procedures, forms and manuals through staff meetings and verbal or written communications.
- Perform, evaluate and assist in defining and improving the quality, quantity and timeliness standards to achieve individual and department performance goals as defined within the department guidelines.
- Evaluate and make recommendations in regard to employment decisions.
- Provide motivation and encouragement to subordinates, conduct performance evaluations, identify and coordinate training needs and make determinations regarding disciplinary actions.

- Monitor and evaluate computer system issues and communicate with appropriate areas regarding status.
- Meet standards as defined within standard operating procedures for one or more of the following departments: Finance, cost accounting, statutory reporting
- The position requires a full-time work schedule. Full-time is defined as working at least 40 hours per week, plus any additional hours as requested or as needed to meet business requirements.
- Perform all other duties as assigned.

Qualifications

Education & Experience:

- Required
 - 5 to 8 years progressive experience in Corporate Finance, preferably in a HMO company
 - Bachelor's Degree in accounting, business, or related field
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- Preferred
 - 8 to 15 years progressive experience in Corporate Finance, preferably in a HMO company
 - Master's Degree in accounting, business, or related field of study
 - Certified Public Accountant

Skills:

- Intermediate skill in use of office equipment, including copiers, fax machines, scanner and telephones
- Intermediate PC proficiency
- Intermediate proficiency in spreadsheet and word processing
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- Intermediate proficiency in spreadsheet and word processing
- Maintain confidentiality and privacy
- Analytical knowledge necessary to generate reports based on available data and then make decisions based on reported data
- Capable of investigative and analytical research
- Practice interpersonal and active listening to achieve high customer satisfaction and departmental communication standards
- Establish and maintain working relationships in a collaborative team environment
- Make use of employees' skill and abilities to deliver business objectives
- Use available information to focus the team's activities and identify priorities
- Intermediate proficiency with developing reporting from various database structures
- Knowledge of a wide range of subjects pertaining to the organization's service and operations

- Apply supervisory experience to staff management and achieving department goals

Qualifications:

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to hr@ccmapd.com

Clever Care Health Plan Inc. is an equal opportunity employer and it is our policy to abide by all federal, state, and local laws prohibiting employment discrimination. All qualified applicants will receive consideration for employment.